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# Welcome to...

# Operating Plans

# Welcome and Introductions

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# Course Prerequisites

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- ✓ Change Discussions
- ✓ RWD SAP 4.6C
- ✓ Budget Funds Management Course
- ✓ Reimbursable Resource Management Course



# Course Objectives

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- At the end of this course, individuals should be able to use SAP to:
  - Create and Update Operating Plans
  - Comprehend Operating Plan Version Management in Funds Management (FM)

# Benefits of Operating Plans

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- SAP provides an automated means to:
  - Prepare, Record, and Maintain Operating Plans within the Funds Management (FM) Module in SAP

# Course Schedule



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<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction & Background	00:15
2. Topic: FM: Record and Maintain Operating Plans	02:00
3. End of Course Review/Feedback	00:15
<b>Total Course Time</b>	<b>02:30 hrs</b>



# Course Structure



- Process Flows
  - Overview of key business processes and related SAP concepts
- Demonstrations
  - Trainer-led examples of key SAP transactions
- Exercises
  - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
  - Assessment of course effectiveness using the Training Evaluation Form



# Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
  - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
  - Assist with completion of transactions in the SAP system





# Prepare Your Workspace

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- Take a few minutes to prepare your training workspace:
  - Review the reference materials; become familiar with the content
  - Logon to SAP R/3

# Background Knowledge

# Background Knowledge

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- FM Key definitions:

- **Budget Sub-type:** Element within SAP which, when combined with other FCS elements, is linked to the Standard General Ledger (SGL) account number
- **Budget Type:** Element within SAP that identifies the transaction being performed
- **Business Area:** Element within SAP that identifies NASA Centers
- **Commitment Item:** Element within SAP that identifies the OMB Object Classes



# Background Knowledge



- FM Key definitions:

- **Document Type:** Element within SAP that when combined with Budget Subtype links to the SGL
- **Functional Area:** Element within SAP that represents current Congressional Operating Plan (COP) Line Item Numbers
- **Fund:** Element within SAP that identifies the following four FCS elements: appropriation, fund source, program year, and fund type



# Background Knowledge

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- FM Key definitions:

- **Fund Center:** Element within SAP which, when combined with other FCS elements, will be used to distribute budget
- **Fund Center Classification:** Element within SAP that represents the nine Financial Classification Structure (FCS) Elements

# Background Knowledge



- FM Key definitions:

- **Funds Management:** SAP module providing funds control and distribution functionality
- **Receiver Fund:** Element within SAP that identifies the receiving fund
- **Sender Fund:** Element within SAP that identifies the sending fund
- **Transfer:** Activity within SAP that distributes funding
- **Version:** Element within SAP that identifies the different versions of Operating Plans



# Background Knowledge

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- Operating Plan is recorded in the SAP module which supports funds distribution:
  - Funds Management (FM)

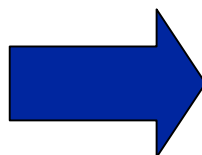
# Background Knowledge



Differences between SAP and the previous system:

## Old System:

- Agency-Wide Coding Structure
- Several accounting systems used throughout the Agency
- Paper process used to perform funds distribution



## SAP System:

- New Financial Classification Structure (FCS) and terminology
- One integrated system used Agency-wide
- Automated process used to perform budget distribution





## Topic

# Funds Management (FM): Record and Maintain Operating Plans

# Topic Overview



- FM: Record and Maintain Operating Plans
  - Record and Revise Initial Operating Plan
- Process Flows: Record and Maintain Operating Plans

# Topic: Objectives

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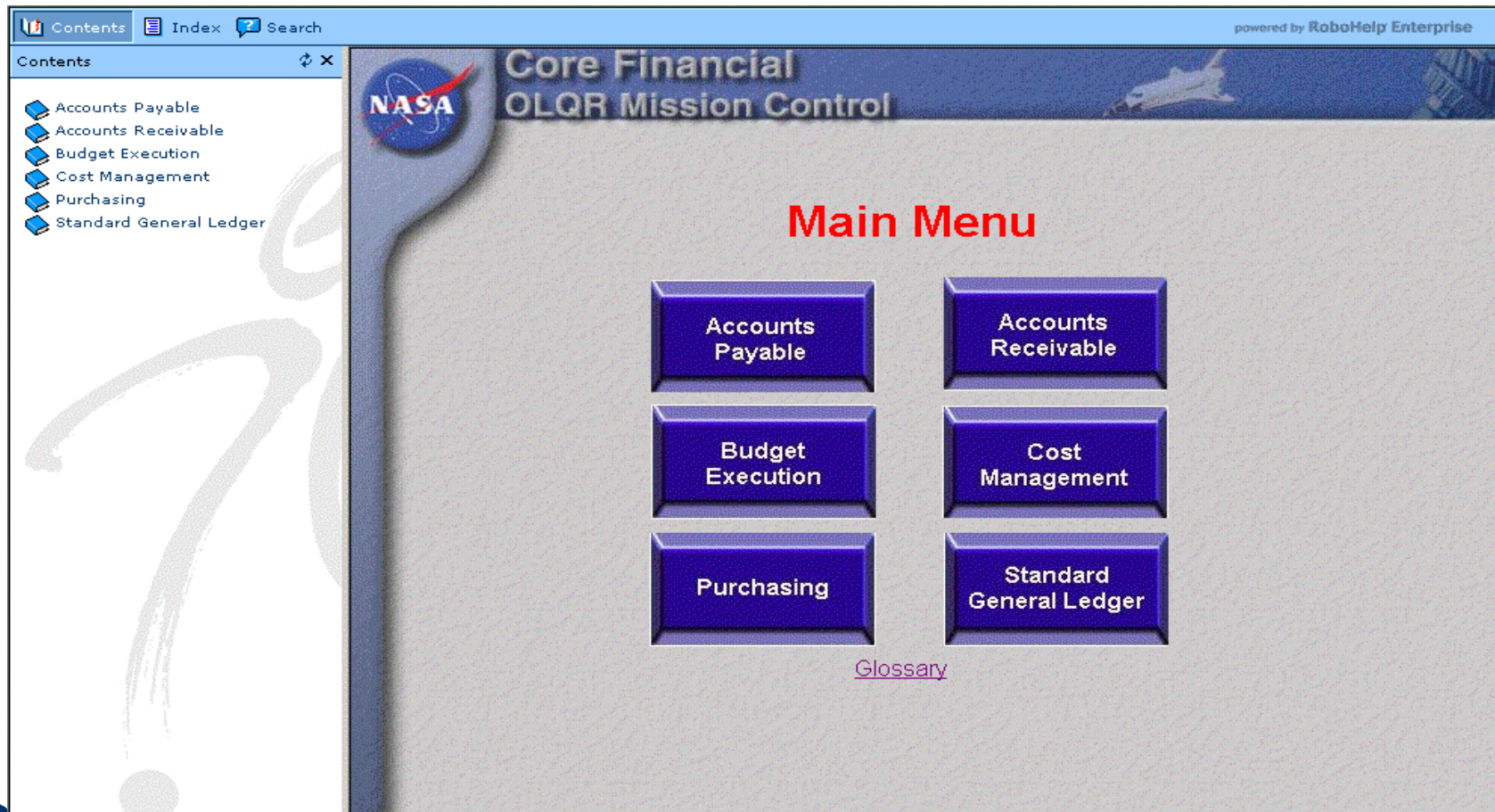


- Upon completion of FM: Record and Maintain Operating Plans, individuals should be able to accomplish the following:
  - Describe the Record and Maintain Operating Plans process flow
  - Communicate Operating Plan version updates to other end-users
  - Record and analyze Operating Plan versions in Funds Management
  - Copy Operating Plan version values
  - Delete Operating Plan version values

# Topic: Process Flow



## Record and Maintain Operating Plans: FM



# Topic: Process Flow Continued



- Verify initial Operating Plan and determine change to any Budget Structure
- Agency notifies Budget Administrator of changes
- Agency determines Operating Plan version
- Operating Plan is unlocked/locked and copied into another version



# Topic: Process Flow Continued

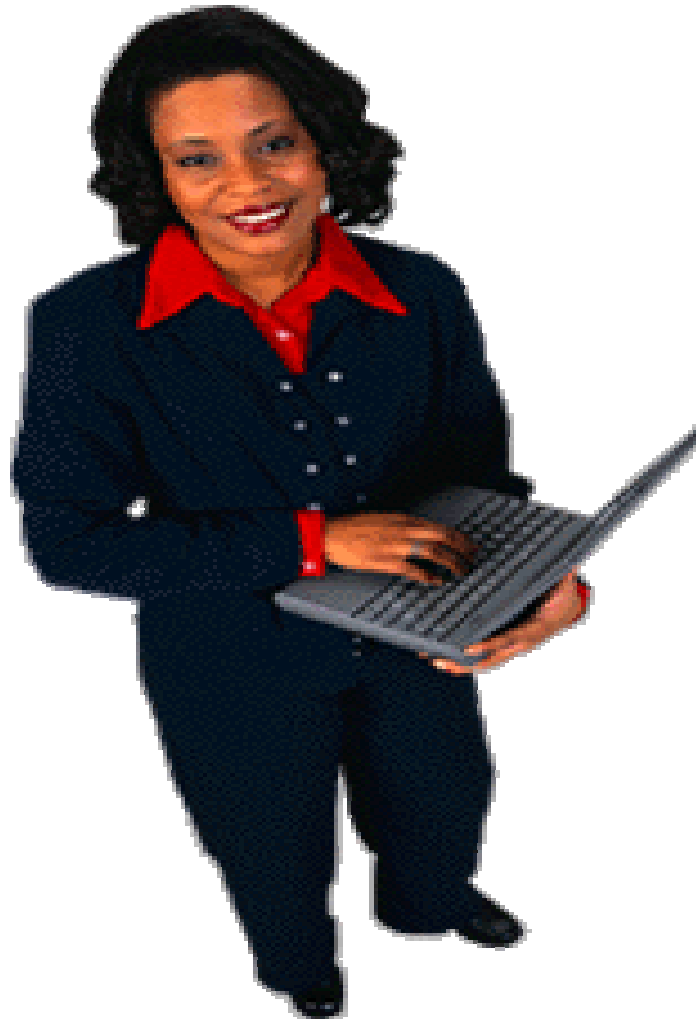


- Initial Operating Plan is recorded by Funds Center levels 1 – 4
- Most recent Operating Plan version is locked
- Operating Plan values are copied into another version
- Operating Plan values are deleted
- All personnel are notified of changes to the Operating Plan



# Demonstrations and Exercises Introduction

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# Demonstrations and Exercises



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- **Verify Initial Operating Plan/Operating Plan Changes**
  - **Record/Revise Operating Plan**





# Determine Operating Plan Budget Version

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- Operating Plans are housed within multiple versions in FM which utilize the Funds Center structure
- The Agency will communicate to the Competency Center which versions should be copied, deleted, and locked/unlocked
- There are 999 possible versions of data that can be maintained within SAP.



# Determine Operating Plan Budget Version

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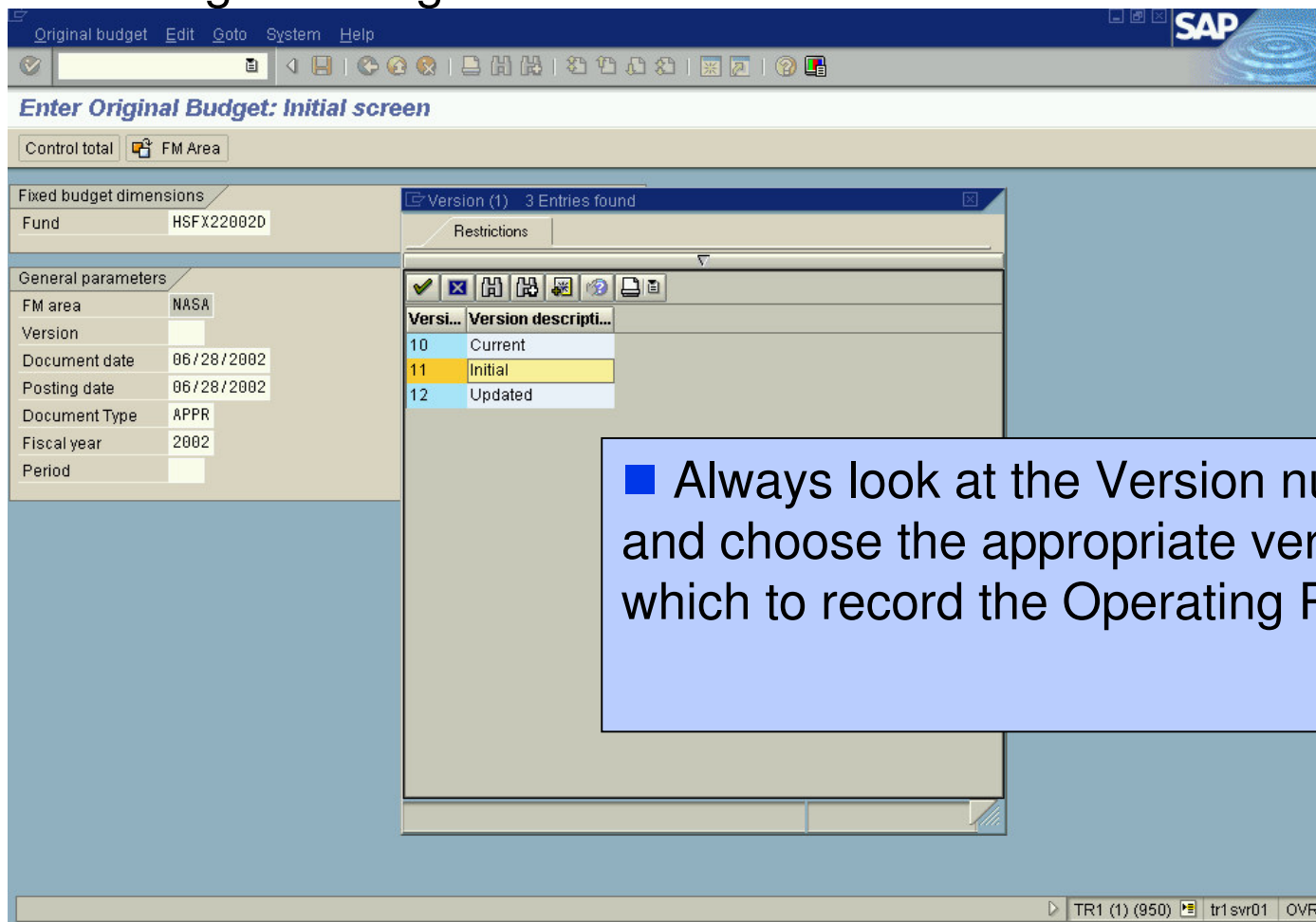


- Once the Competency Center has unlocked the appropriate version which will be used, the user will be able to record the Operating Plan
- The Budget Maintainer will be notified of the appropriate version in which he/she can perform updates or loading of planned data



# Screenshot

## Enter Original Budget: Initial Screen



Original budget Edit Goto System Help

Enter Original Budget: Initial screen

Control total FM Area

Fixed budget dimensions

Fund HSF22002D

General parameters

FM area NASA

Version

Document date 06/28/2002

Posting date 06/28/2002

Document Type APPR

Fiscal year 2002

Period

Version (1) 3 Entries found

Restrictions

Versl...	Version descripti...
10	Current
11	Initial
12	Updated

■ Always look at the Version number and choose the appropriate version in which to record the Operating Plan.

TR1 (1) (950) tr1 svr01 OVR

# Screenshot



## Enter Original Budget: Entry Screen

Original budget Edit Goto Extras System Help

**Enter Original Budget: Entry screen**

Long text

FM area NASA Budget type Original Budget

Version 11

Fund HSF22002D

Fiscal year 2002

Payment budget Commitment budget

Item	Funds center	Commitment itm	FA	Subtype	Amount
1	NASA	ALLOBJECTS	UA	APPR	2,000,000,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

TR1 (1) (950) tr1 svr01 OVR

# Screenshot



## Transfer Budget: Initial Screen

Transfer posting Edit Goto System Help

Transfer Budget: Initial screen

Control total FM Area

Fixed budget dimensions

Sender fund HSF22002D Receiver fund HSF22002D

General parameters

FM area NASA

Version 11

Document date 06/28/2002

Posting date 06/28/2002

Document Type ALLT

Sender year 2002 Receiver year 2002

Sender period Receiver period

Version (1) 3 Entries found

Restrictions

Versi...	Version descripti...
10	Current
11	Initial
12	Updated

TR1 (1) (950) tr1svr01 OVR

# Topic Debrief

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- Verify initial Operating Plan and determine changes to current budget structure
- Display budget structure(s) and determine Operating Plan Budget Version
- Record/revise new Operating Plan version



# End of Course Review

# Review Objectives & Expectations

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Individuals here should now be able to:

- ✓ Describe the Record and Maintain Operating Plans in FM process flow
- ✓ Communicate Operating Plan version updates to other users
- ✓ Record and analyze Operating Plan versions in FM



# Available Resources



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- SAP Practice Training Instance
  - OLQR
  - Super-users within each department
  - Job Aids



# Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

# Congratulations!

# Training Course Feedback



- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
  - Launch your Web Browser
  - Enter the following URL address:  
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
  - Complete and submit feedback by following the directions within the on-line form

